

REGULAR MEETING
BELMONT REDEVELOPMENT AGENCY

Tuesday, April 8, 2003

CALL TO ORDER, 7:32 P.M.

ROLL CALL

Directors Present: Warden, Bauer, Metropulos, Wright

Staff Present: City Manager Kersnar, City Attorney Savaree, Assistant City Manager Rich, Public Works Director Davis, Community Development Director Ewing, Agency Secretary Cook

CONSENT CALENDAR

MINUTES APPROVED ON CONSENT CALENDAR

Approval of Minutes: March 11, 2003.

WARRANTS APPROVED ON CONSENT CALENDAR

Approval of Warrants dated March 21, 2003, in the amount of \$1,485.17, and dated March 28, 2003, in the amount of \$182.07.

Action: On a motion by Director Bauer, seconded by Director Metropulos, the Consent Calendar was unanimously approved by a show of hands.

ADDITIONAL BUSINESS

Approval Of RFP For Consulting Services To Prepare Plans And Process Entitlements For Development Of Housing On Agency-Owned Property At 1365 Fifth Avenue.

Community Development Director Ewing stated that two-thirds of this property, which formerly housed the City Hall, was currently zoned single-family housing at eight units per acre. He clarified that the remaining portion of the property, which houses the historic fire station, would remain as zoned, Commercial/Residential. He stated that the Request for Proposal (RFP) would be circulated to developers for housing proposals.

In response to council questions, Community Development Director clarified that the temporary fire station would be removed when the new fire station

becomes available for occupancy, and that the historic fire station located in the Commercial/Residential portion of the property would remain as is.

Action: On a motion by Director Warden, seconded by Director Bauer, the Request for Proposal for Consulting Services for Development of Housing at 1365 Fifth Avenue was unanimously approved by a show of hands.

Consideration of modifications to the existing Homebuyers Assistance Program and consideration of a renewal of the Administrative Services Agreement with the County of San Mateo Human Services Agency Office of Housing.

Community Development Director Ewing stated that the State legislation for the Police Officer Down Payment Assistance Program recently expired, and that the Police Department was requesting a modification to the existing homebuyers assistance program to improve participation. He clarified that the program would be administered through the County Office of Housing.

In response to a question from Director Warden, Community Development Director Ewing stated that State law prohibited an increase in the amount of subsidy requested by the police department, and that if there was a desire to further meet the needs requested, General Fund monies would need to be utilized rather than Low to Moderate Income Funds. Community Development Director Ewing also responded that an appeal process could be included for use by the Housing Review Committee.

In response to a question from Director Bauer, Community Development Director Ewing stated that the program provides gap funding for the down payment by way of a "silent second".

Action: On a motion by Director Warden, seconded by Director Bauer, Resolution 406 Approving a Modification to the Homebuyer Assistance Program, amended to include an appeal process, was unanimously approved by a show of hands.

Action: On a motion by Director Bauer, seconded by Director Metropulos, Resolution 407 Renewing an Administrative Services Agreement with the County of San Mateo Human Services Agency was unanimously approved by a show of hands.

Status Report on the Emmett House Relocation/Retrofit Project.

Community Development Director Ewing stated that this was an interim report on the progress of the relocation of the Emmett House to its new

location at the corner of Sixth and O'Neill. He stated that a soils report and the details regarding the relocation will be forthcoming, and that the building is scheduled to be moved in the fall. He further stated that when completed, the Emmett House will contain four one-bedroom apartments, two upstairs and two downstairs, and that some restoration to its 1913 status will be made, including a front and side porch, and a new roof would be installed.

In response to Directors' questions, Community Development Director Ewing stated that a full Environmental Impact Report was not required for this project, and that the forthcoming engineer's report would contain the relocation costs, including the addition of a carport or garage. He also stated that since the receiving site is currently zoned for single-family, a rezoning to Planned Development (PD) would be recommended to allow for site design flexibility such as parking and setback requirements.

Appointment of Economic Development Strategy Committee

Community Development Director Ewing stated that staff, the Mayor, and the Vice-Mayor had developed a draft roster for the Economic Development Strategy Committee. He clarified that the intent was to seek a variety of stakeholders, and that of the proposed 15-member committee, ten were residents.

City Manager Kersnar stated that this committee had a targeted recruitment so that a good cross-section of the community was represented.

Action: On a motion by Director Metropulos, seconded by Director Warden, the Draft Roster for the Economic Development Strategy Committee was unanimously approved by a show of hands.

Approval of Request for Proposal (RFP) for Consulting Services to prepare an Economic Development Strategy.

Community Development Director Ewing reported that a Request for Proposal (RFP) had been prepared for consulting services to facilitate the preparation of an economic development strategy, and that the RFP would be forwarded to economic consultants in the Bay Area. He stated that the scope of work of the consultant would be to conduct research and provide alternative economic development strategies for the work of the Economic Development Committee in preparing an economic strategy for Belmont. He clarified that the work of the consultant and the committee should be completed by September.

Action: On a motion by Director Bauer, seconded by Director Warden, the Request for Proposal for Consulting Services to prepare an Economic Development Strategy was unanimously approved, as presented, by a show of hands.

Action: At this time, being 7:55 P.M. the Regular Meeting of the Belmont Redevelopment Agency was adjourned.

Terri Cook

Agency Secretary

Meeting tape-recorded and videotaped

Tape No. 552